

## COOPERATIVE EDUCATION PROGRAM REFERRALS

TO:

FROM: CD20/Chrissa Hall

SUBJECT: Cooperative (Co-Op) Education Program Vacancy

The enclosed application packages of Co-Op student candidates have been selected for referral for the co-op vacancy in your organization. The selected candidate will be scheduled to begin work . An interview record card is included for each applicant and must be completed by the immediate supervisor.

The supervisor may contact the students directly for either a telephone or face-to-face interview. Please have the division chief or office/laboratory director concur on the placement decision and return this memorandum, the original application package, and the interview record card on each student to the MSFC Co-Op Office (CD20) no later than .

For assistance please contact me at 4-5468. Your cooperation is greatly appreciated.

Chrissa Hall  
Coordinator, Cooperative Education Program

ENCLOSURES

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### CONCURRENCE

FOR POSITIONS LOCATED IN:

Undergraduate Co-Op [MIS or CIS concentration]

Immediate Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Division Chief Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Laboratory/Office Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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### COMMENTS

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